



Job Title: Coordinator Budget

Exemption Status: Exempt

Reports to: Executive Director of Budget and Position Control **Date Revised:** April 2025

Dept. /School: Budget

Pay Grade: 104

Primary Purpose:

Coordinate the development and management of the district's budget, which exceeds half a billion dollars annually. Coordinate revenue and expenditure models to ensure the budget supports the district's goals and objectives. Analyze and monitor financial trends, advising the Executive Director of Budget, CFO, and Director of Budget and Position Control on budget and spend rate variances. Coordinate the submission of TEA reports and data. Provide budget training, guidance, and assistance to departments and campuses.

Qualifications:

Education/Certification:

- Bachelor's degree in finance, accounting, or a related field
- TASBO certified preferred

Experience:

- Minimum of three (3) years in accounting and finance-related management in school finance and budgeting

Special Knowledge/Skills:

- Knowledge of school finance rules and regulations, and local board policies
- Knowledge of the FASRG
- Knowledge of PEIMS
- Knowledge of accounting principles
- Knowledge of budgeting software
- Proficient with Oracle and related budgeting software implementations
- Proficient in Excel and other Word products
- Ability to interpret and implement complex school finance laws
- Ability to interpret and generate complex revenue and expenditure financial models
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Coordinates the development, approval, and maintenance of the annual operating budget for General Operating, Debt Service, and Food and Child Nutrition expenditures.
2. Coordinate revenue projections for the annual budget.
3. Coordinate analysis of all annual expenditure trends and report results to the Executive Director of Budget, CFO, and Director of Budget and Position Control.
4. Coordinates budget estimates for completeness, accuracy, and conformance with procedures and regulations.
5. Coordinates with Department Leaders to develop, review, and maintain budgets and verify completeness, accuracy, and compliance with TEA guidelines and regulations.
6. Coordinates with Department Leaders to develop, review, and maintain budgets and verify completeness, accuracy, and compliance with TEA guidelines and regulations.
7. Coordinate the submission of TEA reports and data.
8. Assists in all end-of-year expenditure estimates and future budget year projections.
9. Assists with transfers and amendments for board approval.



10. Assist in the development, implementation, and maintenance of new budget software.
11. Assist with testing new reports and procedures in Oracle and Planning and Budgeting Cloud Service (PBCS).
12. Assist with Job Requisition processing, recording, and training.
13. Assist with Oracle and Planning and Budgeting Cloud Service (PBCS) Position Control processes.
14. Analyze monthly department budgets, expenditures, and funds available and provide reports to Executive Directors, Directors, and Program Managers.
15. Analyze, submit, and post ongoing budget adjustments, including position budget impacts, while adhering to FASRG coding accuracy.
16. Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation to departments.
17. Compile and analyze accounting records and other data to determine the financial resources required to implement new programs.
18. Prepares materials and facilitates meetings, workshops, training sessions, and other events to convey and gather information required to perform functions.
19. Advisor/Liaison to central office departments
20. Executes budget transfers, failed funds corrections, communications, and other reports, including Internal Service Funds.
21. Keeps abreast of technical and state regulations related to funding and program mandates.
22. Perform all other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Prolonged sitting, occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____